



# State of Nevada

## *IT Project Oversight Committee (ITPOC)*

### Policy

Control No.	Rev.	Title	Effective Date	Page
9.08	A	IT Requirements Management	06/13/02	1 of 4

#### 1.0 PURPOSE

To establish a requirements management policy for information technology (IT) projects in the state of Nevada. The purpose is to ensure that project requirements form the basis for all planning and development efforts and that changes to requirements are managed throughout the life of the project. The requirements management policy requires that all information technology (IT) projects must include a well defined problem statement with well-defined business and technical requirements that assure the IT solution satisfies a business need. Requirements must be thoroughly documented and understood by the project team. Changes to requirements must be managed throughout the life of the project.

#### 2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- A. Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- C. IT projects and investments that are critical in nature or have major impact on a state organization.

#### 3.0 EFFECTIVE DATES

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy.

The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.



# State of Nevada

## IT Project Oversight Committee (ITPOC)

### Policy

Control No.	Rev.	Title	Effective Date	Page
9.08	A	IT Requirements Management	06/13/02	2 of 4

#### 5.0 RELATED DOCUMENTS

[http://nitoc.nv.gov/document\\_index.htm#ProjectOversight](http://nitoc.nv.gov/document_index.htm#ProjectOversight) - Project

Policy 9.04(A) Project Management

Policy 9.05(A) Project Planning

Policy 9.06(A) Risk Management

Policy 9.07(A) Project Tracking

Policy 9.09(A) Configuration Management

Policy 9.10(A) Project Closeout

Standard 9.03(A) Monthly Cost Schedule Report

Standard 9.11(A) Risk Assessment and Management Report

#### 6.0 POLICY

All projects must include a well-defined problem statement with well-defined business and technical requirements that assure the IT solution satisfies the business need. Requirements must be thoroughly documented and understood by the project team. Changes to requirements must be determined to be within the scope and require signed approval by the project sponsor. Requirements must be managed throughout the life of the project.

Requirements establish and maintain an understanding and agreement of the scope and capabilities of the project. Requirements statements, which will evolve over the life of the project, form the basis for estimating, planning, performing, and tracking the project's activities and are critical to obtaining acceptance of the product at the end of the project. Control of requirements is directly related to control of the project.

#### OBJECTIVES:

- Ensure that system requirements provide a clearly stated, verifiable, and testable foundation for development and management of the project, based on business and technical requirements.
- Ensure that the scope of a development effort is defined by the system requirements and that these requirements form the basis for all plans, products and activities.
- Ensure that project sponsor has authorized the requirements and that project team members thoroughly understand the requirements prior to developing a product or procuring commercial products for the project.
- Record initial project requirements and review and assess the impact of all changes to the initial requirements and scope throughout the life of the project.
- Track and document all changes to requirements and update all necessary technical and management project documentation affected by the change.

To demonstrate compliance with this policy, the following documentation must be available at a minimum:



# State of Nevada

## *IT Project Oversight Committee (ITPOC)*

### Policy

Control No.	Rev.	Title	Effective Date	Page
9.08	A	IT Requirements Management	06/13/02	3 of 4

- Project statement and objective
- Project Requirements Document
- Requirements Control Methodology
- Requirements Management Report

#### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

#### 8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.
- 8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.



# State of Nevada

## IT Project Oversight Committee (ITPOC)

### Policy

Control No.	Rev.	Title	Effective Date	Page
9.08	A	IT Requirements Management	06/13/02	4 of 4

<i>Approved By</i>		
Title	Signature	Date
ITPOC Chair	Signature on File	6/13/02
NV IT Operations Committee Chair	Signature on File	6/13/02
Governor/Governor's Representative	Signature on file	6/30/03

<i>Document History</i>		
Revision	Date	Change
A	6/13/02	Initial release.